

# **eSRS Quick Reference Recommendation for Federal Government Subcontractor(s)**



## **Submitting an Individual Subcontract Report (ISR)**

# **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

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## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

**Introduction:** In the past, Federal Government Contractors were required to file their Individual Subcontracting Report (ISR) on the standard paper form (SF) 294. The Presidential Management Initiative mandated the development and implementation of an electronic Subcontracting process. Thus the electronic Subcontracting Reporting System (eSRS) was developed and implemented in October of 2005. Federal Government Contractors are required to submit their Subcontracting accomplishments for Federal Government contracts in eSRS.

eSRS is a web-based Government-wide subcontracting system that allows electronic submission, management (acceptance, revision, rejection), reports and analyses of subcontracting data in a real-time paperless environment. In turn, there is a reduction in errors and processing time, no lost paperwork, and increase in subcontracting.

**Quick Reference Objective:** To provide guidance to Federal Government **Subcontractors** submitting Individual Subcontracting Report (ISR) in eSRS. This document will provide general information only. To receive information about a specific Federal agency, contact that Federal Agency directly.

# **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

## **Quick Reference #1 What is an Individual Subcontract Report (ISR)?**

Other than small businesses (OTSB) that have one or more prime contract (s) and/or subcontract (s) in excess of \$550,000 (\$1 million for construction of public facility) with the Federal government, and have one or more Individual Subcontracting Plans (or a Master Plan) and is required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HubZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), Alaskan Native Corporations (ANC) and Indian tribes concerns under a Individual Subcontracting Plan, with the Federal Government shall submit an ISR. This does not include contractors operating under an approved Commercial Subcontracting Plan or is currently in the DoD Test Program for Negotiation of Comprehensive Subcontracting Plans.

## **Quick Reference #2: How is the ISR data utilized?**

This report provides inception to date subcontracting information for each prime and subcontractor, for a specific contract awarded by a specific Federal government agency that required a Individual Subcontracting Plan. Therefore, it is important for all contractors and Federal agencies to ensure the data in the electronic Subcontracting Reporting System (eSRS) is accurately **entered 30 days after the reporting period.**

## **Quick Reference #3: What are the eSRs ISR responsibilities of the Contractors?**

- Prime and higher tier large business subcontractors are required to ensure that their lower tier large business subcontractor's file their ISR's in eSRS for subcontracts in excess of \$550,000 (\$1 million for construction of public facility) on a Federal government contract.
- This report collects subcontracting data not sales data.
- Subcontract award data reported in this report shall be limited to awards made to your company's immediate subcontractors. Your company shall not report subcontract awards made by your subcontractors, except as authorized in special legislation for ANCs and Indian tribes. For more information on the special legislation for ANC and Indian tribe visit <http://www.arnet.gov/far/facframe.html> see FAC 05-019.
- Prime and higher tier large business subcontractors are required to review, and accept and/or reject the large business subcontractor's ISRs in eSRS.
- Only report actual subcontracting accomplishments, from the inception of contract to the end of the reporting period, not good faith estimates in the **"Actual Cumulative"** column of this report.
- Submit all ISR's within 30 days of the close of each reporting period.
- Reporting Periods:
  - 1<sup>st</sup> reporting period Oct 1-March 31
  - 2<sup>nd</sup> reporting period Oct 1-Sept 30
- Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.
- A pro-rated portion of indirect subcontracts shall not be included on the report unless agreed upon in your approved Individual Subcontracting Plan.
- If a prime contractor/subcontractor is performing work under more than one contract requiring a Individual Subcontracting Plan, a separate ISR shall be submitted to each Federal agency, covering only subcontracting accomplishments for that contract.
- Keep a signed copy of the report on file.

## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick Reference #3: What are the eSRs ISR responsibilities of the Contractors? (continued)**

- **Per 13 CFR 121.404 (e) & 121.410 you must have a supporting written size self-certification for every small business you are counting in the small business and socioeconomic section of this report** ,prior to contract award (for ANCs and Indian Tribes, see the authorized special legislation at <http://www.arnet.gov/far/facframe.html> see FAC 05-019). If you do not have a written size self-certification, you must count these subcontracts in the large business field until one is obtained. **Per 13 CFR 121.411(a)**, a subcontractor must qualify and self-certify as a small business at the time it submits its offer as a small business subcontractor. **Do not retro actively apply small business subcontracting accomplishments.**
- These entries shall include all subcontract awards (See definition of "subcontract" at FAR 19.701), placed under this contract, regardless of the dollar amount, Subcontracts include purchase orders, subcontracts, purchasing card transactions, blanket purchase orders, or any other name given to an agreement to obtain goods or services. Please note that subcontracts are not Sales Data.
- The contractor **shall validate** that this firm is SBA HUBZone-certified in the Dynamic SB search at [www.ccr.gov](http://www.ccr.gov),**prior to contract award..**

### **Quick Reference #4: What are the eSRS ISR responsibilities of the Government?**

**Federal agencies** are responsible for ensuring that Federal Government Prime contractor's makes every attempt to adhere to the Individual Subcontracting Plan requirements, and file their reports in a timely manner. Further responsibility is to review, accept and/or reject the Prime contractor's (ISR) s in eSRS.

### **Quick Reference #5: What do the terms "Pending", "Accept", "Reopen" and "Reject" represent?**

**Pending:** This report has been submitted and is awaiting review to be **"Accepted or Rejected"** by the higher tier large business contractor whom awarded you a contract.

**Accept:** This report has been reviewed by the higher tier large business contractor whom awarded you a contract and they have found no known errors, issues, or concerns and do not require any clarification, information, and/or correction and therefore is **"Accepting"** receipt of this report data.

- Although a report has been **"Accepted,"** if upon further review errors, issues, or concerns are found with the report, the higher tier large business contractor whom awarded you a contract will **"Reopen or Reject"** the report to obtain clarification, additional information, and/or correction.

**Reopen:** This report was previously **"Accepted"** by the higher tier large business contractor whom awarded you a contract however, upon further review of the report, the Agency found errors, issues, and concerns and requires clarification, additional information, and/or correction. Once the report concerns have been addressed and/or corrected sufficiently the report will be **"Accepted."**

**Reject:** This report has been reviewed by the higher tier large business contractor whom awarded you a contract, and they have found errors, issues and concerns. The report requires clarification, additional information, and/or correction. Thus, they will not accept the subcontracting report data at this time. Once the report concerns have been addressed and/or corrected sufficiently, the report will be **"Accepted."**

## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick Reference #5: What do the term “Pending”, “Accept”, “Reopen” and “Reject” represent? (continued)**

**Examples of a “Reject” notification:** Your report states that the sales attributable to this agency is \$23,000. The SSR report doesn’t collect sales data. Please resubmit the report using your subcontract award data.

or

The Individual Subcontracting Plan goals you have entered do not match the Individual Subcontracting Plan goals in your Small Business Individual Subcontracting Plan. Please resubmit the report using the subcontracting goals in your Small Business Individual Subcontracting Plan.

### **Additional “Reopen and Reject” information:**

- An explanation explaining why your report was **“Rejected or Reopened”** will be sent to the e-mail address of the person submitting the report.
- The **“Rejected or Reopened”** report will appear in the **“Alerts”** box of the report submitter.
- Click on the link within the **“Alerts”** box to view the report.
- Resolve the issue brought forth by the Federal Government Agency and resubmit the report.

### **Quick Reference # 6: Things to exclude from the ISR:**

- Subcontracts performed outside the U.S. or its outlying areas. **NOTE:** The State Department and the Agency for International Development **requires** Individual Subcontracting Plans for contracts awarded domestically but performed overseas. For additional information, contact the agency directly.
- Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor.

### **Quick Reference #7: How to access eSRS:**

- Go to [www.esrs.gov](http://www.esrs.gov)
- Click on **“Contractors”**
- Click on **“Register”** tab
- Complete the registration
- Your user ID and password will be e-mailed to you confirming your registration.
- To validate and activate your registration, click on the link within the e-mail.

### **Quick Reference #8: How to enter an ISR**


- Go to [www.esrs.gov](http://www.esrs.gov)
- Click on **“Contractor”**
- Login to eSRS using your user ID and Password



- At the main screen click on
- Follow the steps in **Quick Reference #10**

## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick Reference #9 To view an existing ISR, submitted by your company:**

- At the top of eSRS home page, click on **“File/Review Report”**;
- Select **“Individual Subcontract Report”** from the drop-down menu;
- At the top left of the next screen, choose the report **“Status”** (pending, accepted, rejected, reopened, and revised) you wish to review;
- You may enter any portion of the Federal Government Agency’s name you submitted the report to in **“keyword”** to narrow your search;
- Click on **“Apply Search.”**
- This will display a list of existing ISRs in your work list based on your status preference.
- To select and view a report click on the following icon: 

### **Quick References #10: Understanding the ISR data fields**

#### **1st Screen: Individual Subcontracting Report**

**Information needed to file the ISR:** Please Note: the eSRS contains a number of new fields that did not exist on the paper forms. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

##### **For Prime Contractors**

- Your DUNS number as it appears on the contract
- Product and Service Codes
- NAICS
- E-mail address of Federal Government Agency responsible for reviewing your report
- Current Contract Value
- Approved Small Business Subcontracting Plan

##### **For Lower Tier Subcontractors**

- The Prime contract number
- The Subcontract number
- The DUNS number of the contractor that awarded you the subcontract
- E-mail address of the contractor’s employee who awarded you the contract and has the responsibility to review your subcontracting report
- Product and Service Codes
- NAICS
- Approved Small Business Subcontracting Plan

**Copy Report Feature:** The **“Copy Report”** feature can only be used if you have previously entered a report in eSRS. **If you are not using the "Copy Report" feature, click “Continue”.**

- This feature will pull general information from a previous report into the new report you are submitting;
- Select the report you would like from the drop down menu.
- Click **“Continue.”** The report screen will be displayed partially filled out.

## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick References #10: Understanding the ISR data fields (continued)**

#### **2nd Screen: Enter Prime Contract Number for Report**

**Select Existing Contract:** To use this feature you shall have previously entered a contract in your work list. If you have not done this go to the box below and manually enter in the contract number.

- Choose the prime contract from your work list that you would like to report on.  
If the contract is not found, use the text field below to

If not found above, enter Prime Contract # (as it appears in FPDS-NG): +

- Once you have selected or entered a prime contract number click **“Continue.”**
- The system will search eSRS and FPDS-NG for the latest contract information.
- Click on the contract information you would like to be displayed on the screen and click **“Display Contract Information.”**
- The **“View Contract Summary”** box will be displayed. Within the box click **“Continue.”**

#### **3rd Screen: Contract Details**

**Contract Type:** Select the type of contract you are reporting on.

- **Prime** Your company was awarded a contract from the Federal government.
- **Subcontractor:** Your company received a subcontract from a prime contractor who was awarded a government contract **or** large business higher tier subcontractor who was awarded a government subcontract.

**DUNS# of next Higher Tier Contractor:** Enter the DUNS# of the Large Business contractor that awarded you the contract.

**E-mail address of the next Higher tier:** Enter the e-mail address of the Large Business Contractor's Representative responsible for reviewing your subcontracting report. This will route the report to that person's eSRS account for review. If you enter an incorrect address, go to **“Update E-mail”** and make the correction.

**Contract Amount:** Enter the amount of your subcontract

## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **4th Screen: Subcontracting Reports for Individual Contracts**

#### **DUNS#: Enter your DUNS#**

- DUNS # is a nine-digit unique identification number issued by Dun & Bradstreet to identify a contractor's specific establishment's exact name and address.
- If you click on “**Auto Fill your Company's info from DUNS**”, your information will be automatically pre-populated from information in the CCR database. Verify that the information that is “**Auto Filled**” by the DUNS# is accurate. If it is not accurate contact the Central Contractor Registration Assistance Center at 1-888-227-2423
- If you choose not to use the “**auto fill**” function, you may manually enter your company's information where appropriate below.

**Corporation, Company or Subdivision Covered:** This field indicates the Corporation, Company or Subdivision that is associated with the DUNS number for this contract. The Corporation, Company or Subdivision's address is pre-filled, based on the DUNS number entered. If this information is incorrect, it should be noted in the “**Remarks**” field of this report and the Contracting Officer should be notified.

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## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick References #10: Understanding the ISR data fields (continued)**

#### **4th Screen: Subcontracting Reports for Individual Contracts (continued)**

**The following fields are pre-populated from data in FPDS-NG**

**Agency Awarding Contract:** This is the name of the Federal Agency that awarded the contract to the prime contractor. This information will be pre-filled from information in FPDS/NG.

**Contracting Office Agency ID:** This is the identification number for the contracting agency's office indicated above.

**Contracting Office Agency Name:** This is the name of the contracting office in the Federal Agency that awarded the contract to the prime contractor.

**Contracting Office ID:** This is the identification code of the contracting office that awarded the contract to the prime contractor.

**Contracting Office Name:** This is the name of the contracting office (under the Agency Awarding the Contract and the Contracting Agency Office above) that awarded the contract to the prime contractor.

**Funding Agency ID:** This is the identification number of the agency that is providing funding for this contract

**Funding Office ID and Name:** This is the name of the Agency that is providing a majority of the funding for the contract. In some instances, the funding agency may be different from the awarding agency.

**Prime Contract Number:** This is the number that the Contracting Officer assigned to this contract when he/she entered the contract information into FPDS-NG. Most often, this contract number should match the contract number that is shown on the face page of your contract award document.

**Product &/or Service Code:** Product/Service Codes (PSCs) are four digit alpha/numeric codes that classify the type of product/service/research being procured by the Government. This information will be pre-filled by information entered by FPDS-NG.

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## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick References #10: Understanding the ISR data fields (continued)**

#### **5th Screen: Subcontracting Reports for Individual Contracts**

**Contact Info:** This is the name and contact information for the individual that can be contacted in the event that the agency has questions regarding this report. The system will automatically populate the Contractor's contact name based on registration information. **You must enter your telephone number and email address.**

**Reporting Period from Inception of Contract Thru:** This report should only reflect subcontracting accomplishments on a cumulative basis since the inception of the contract to the reporting period for a specific contract for a specific Federal Government agency. Select the reporting period you are reporting on by clicking the bullet for the appropriate reporting months:

- Mar 31 (represent subcontracting accomplishments from (Oct-Mar)
- Sept 30 (represent subcontracting accomplishments from (Oct-Sept)
- **a Year:** Use the drop-down arrow to select the year for the reporting period (e.g.: 2004).

**Type of Report:**

- **Regular-** A "Regular" report is submitted every six months, starting with the first period after contract award (even if no subcontracting has yet occurred).
- **Final-** A "Final" report is only filed if the contractor has completed the contract or subcontract. This report is used to signify that your company will not be submitting any additional reports under this contract number.

**Agency Awarding Contract:** This field is pre-populated from data entered at the beginning of filling this report.

**Report Submitted:** This field is pre-populated from data entered at the beginning of filling this report.

**Subcontract Number:** Enter your subcontract number

#### **The following information will help you understand the "Subcontract Award" section of this report.**

- This report includes the Small Business Subcontracting goals set forth in the contractor's approved Individual Subcontracting Plan.
- **Note:** The goal dollar and percentage columns within the report will not automatically add or calculate percentages. The "Current Goal" columns are all manual entry so that they identically mirror the approved Individual Subcontracting Plan goals.
- Report only subcontracting accomplishments from the inception of contract through the end of the reporting period.

## Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)

**The following information will help you understand the “Subcontract Award” section of this report. (continued)**

- **Whole Dollars:** Dollars with no cents.
- **Percentage of Total Subcontract Awards:** Percentages should be rounded to the nearest 10th of a percent.
- **Percentage of Total Contract Value:** This is an optional field. The denominator will be calculated using the "Current Contract Value," from FPDS-NG.
- **Actual Cumulative:** The "Actual Cumulative" column on the right of the report represents the actual subcontracts awarded from inception of the contract through the reporting period. Enter the subcontracting dollars placed/paid from inception of the contract through the reporting period beside each size and socio-economic category from your company's records, rounding each figure to the nearest whole dollar. You may report subcontracts using a "Commitment" or "Payment" method but this method shall be used consistently throughout the life of the contract.
- **Commitment Basis:** Is the process of capturing subcontract dollars when you execute the subcontract award documents
- **Payment Basis:** Is the process of capturing subcontract dollars when you pay the invoices.
- **Other:** A hybrid of the two above.
- **Current Goals:** The "Current Goal" (are goals from the inception of the contract to the reporting period) column on the left of the report represents the goals established in the approved Individual Subcontracting Plan. Enter the dollar and percentage goals in each category beside each size and socio-economic category exactly as they appear in the Individual Subcontracting Plan for this contract. **There are no goals for large business, ANC and Indian tribes.** If your Individual Subcontracting Plan has option years, you should roll each option year goals into the base year goals, as the option years are executed.

**For example,**

	<u>5 year Base Goals</u>		<u>Option Year One</u>		<u>5 year Base + 1yr option Goals</u>	
Total Subcontracting	\$100,000	100%	\$25,000	100%	\$125,000	100%
SB	\$30,000	30%	\$3,000	12%	\$33,000	26.4% (\$30,000 + \$3000)
SDB	\$15,000	15%	\$1,000	4%	\$16,000	12.8% (\$15,000 + \$1,000)
WOSB	\$15,000	15%	\$2,000	8%	\$17,000	13.6 % (\$15,000 + \$2000)
HZ	\$5,000	5%	\$500	2%	\$5,500	4.4% (\$5000 + \$500)
VOSB	\$3,000	3%	\$500	2%	\$3,500	2.8% (\$3000 + \$500)
SDVOSB	\$2,000	2%	\$120	0.48%	\$2,120	1.7% (\$2000 + \$120)

In this example, the contractor's first five years of ISR reporting would reflect the base year goals. If option one is exercised by the awarding agency, the option year goals are rolled in (added in), during the next reporting period. Once option one is exercised, the new goals on the ISR would appear as represented in the 5year Base + 1yr option Goals column. This process would continue for all options, when and if they are exercised.

## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick References #10: Understanding the ISR data fields (continued)**

#### **6th Screen: Subcontract Awards**

##### **Subcontract Awards Section**

**Dollars in Percents (%) in the blocks below:** Indicate here if indirect subcontract awards are included in your reported subcontracting accomplishments. Indirect subcontracts are subcontracts that are not directly tied to a particular contract; they are generally shared expenses amongst all contracts or overhead subcontracts. Examples are landscaping, office supplies, janitorial services, window washing, courier services, etc... **Note that indirect subcontracts are different from allowable indirect costs under cost reimbursement type contracts.**

##### **Indicate if you are including “Indirect Subcontracting Dollars”**

- **Include Indirect Dollars** -If the Individual Subcontracting Plan indicated a pro-rated portion of indirect subcontracts were included in the goals.
- **Do Not Include Indirect Dollars** - If the Individual Subcontracting Plan **did not** indicate a pro-rated portion of indirect subcontracts were included in the goals.

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## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick References #10: Understanding the ISR data fields (continued)**

#### **6th Screen: Subcontract Awards**

**Small Business (SB) Concerns:** Enter the subcontracting accomplishments awarded to small business in whole dollars for each perspective column (including SBs that are also SDB, WOSB, HUBZone, VOSB, and/or SDVOSB). Also in this section include subcontracts awarded to ANC's and Indian tribes that are not small businesses and that are not certified by the SBA as SDBs only **if you have been designated by the ANC or Indian tribe to receive their SB and SDB credit**. When your company has been designated by an ANC or Indian tribe to receive SB and SDB credit for a subcontract awarded to the ANC or Indian tribe, report only the portion of the total amount of the subcontract that has been designated to your company.

**Large Business (LB) Concerns:** Enter the subcontracting accomplishments awarded to large business in whole dollars for each perspective column. Report all subcontracts to large businesses or entities that are "other than small" such as non-profits, educational institutions, etc. **Do not include subcontracts awarded to or designated by an ANC's and Indian tribes that have been reported in the "Small Business Concern" field above.**

**Total:** This field represents the combined total of SB and LB subcontracts. This total will become the denominator for all of the **"Percentage of Total Subcontract Awards"** shown on this report.

**Socioeconomic Categories:** Each of these items is a subcategory of **"Small Business Concerns"** and **may not add to** match the total in "Small Business Concern" due to the following. In some cases the same dollars may be reported in more than one block (i.e., a \$10,000 subcontract to a small business owned by a woman that is certified by SBA as an SDB should be entered on three rows: \$10,000 under **"Small Business,"** \$10,000 **"Small Disadvantaged Business,"** and \$10,000 **"Women-Owned Small Business."**) but be sure the dollars are counted in the "Small Business Concern" field, only once and not three times (not \$30,000). **Percentages** will be calculated automatically.

	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
<b>2a. SMALL BUSINESS CONCERNS</b>	840,131	10	0	4,251,914.04	14.1	4.5
<b>2b. LARGE BUSINESS CONCERNS</b>	7,561,180	0	0	25,991,402.23	85.9	27.5
<b>2c. TOTAL</b>	8,401,311	100	0	30,243,316.27		

## Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)

### Quick References #10: Understanding the ISR data fields (continued)

#### 6th Screen: Subcontract Awards (continued)

**SDB Concerns:** Report all subcontracts awarded to SBA certified SDBs (including SDBs that are also WOSB, HUBZone, VOSB, and SDVOSB). Also include subcontracts awarded to ANCs and Indian Tribes that have not been certified by SBA as SDBs **AND** where you have been designated to receive all, or a portion of, their SDB credit, **report only the portion of the total amount of the subcontract that has been designated to your company.**

**WOSB Concerns:** Report all subcontracts awarded to Women-Owned Small Businesses.

**HBCU/MIs:** (For contracts with DoD, NASA, and Coast Guard): Report all subcontracts with HBCUs/MIs.

**HUBZone Small Business Concerns:** Report all subcontracts awarded to HUBZone Small Business Concerns (including HUBZones that are also SDB, WOSB, VOSB, and SDVOSB). **Note** that HUBZone is different from some of the State HUB certifications, such as Texas.

	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
<b>3. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS</b>	18,439,078	89.08299926	0	27,595,682.99	92.0	16.2
<b>4. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS</b>	909,684	4.394871539	0	2,847,800.48	9.5	1.7
<b>5. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) * <i>This field is required only for contracts with DoD, NASA, and Coast Guard.</i></b>	0	0	0	0	0	0

## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick References #10: Understanding the ISR data fields (continued)**

#### **6th Screen: Subcontract Awards (continued)**

**VOSB Concerns:** Report all subcontracts awarded to VOSBs including (VOSBs that are also SDBs, WOSBs and HUBZones). Any company that is counted as SDVOSB should also be counted in this row as veteran-owned.

**SDVOSB Concerns:** Report all subcontracts awarded to service-disabled veteran-owned SB concerns (including those that are also SDBs, WOSBs, and HUBZones).

**ANCs & Indian Tribes that have not been certified by SBA as SDB :** Report all subcontracts awarded to ANCs and Indian Tribes that are reported in the “SDB” section of this report but have not been certified by SBA as “SDBs”.

**ANCs & Indian Tribes that are not SBs:** Report all subcontracts awarded to ANCs and Indian Tribes that are reported in the “SB” section of this report but are not small businesses.

	Current Goal:			Actual Cumulative:		
	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Total Contract Value	Whole Dollars	Percentage of Total Subcontract Awards	Percentage of Current Contract Value
<b>6. HUBZone SMALL BUSINESS (HUBZone SB) CONCERNS</b>	0	0	0	1,854,370.96	6.2	1.1
<b>7. VETERAN-OWNED SMALL BUSINESS CONCERNS</b>	0	0	0	25,194,691.28	84.0	14.8
<b>8. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS</b>	0	0	0	0	0	0
<b>9. ALASKA NATIVE CORPORATIONS SMALL BUSINESS CONCERNS</b>	0	0	0	0	0	0

## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick References #10: Understanding the ISR data fields (continued)**

#### **6th Screen: Subcontract Award (continued)**

##### **Which method do you use to collect subcontracting data for this report?**

Note that the same reporting method shall be used for the entire contract. Click on the bullet beside the method you use to capture subcontracting. See page 11 for a description of the terms to choose from.

**Certification:** This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian tribes for more information visit <http://www.arnet.gov/far/facframe.html> see FAC 05-019). If you select “No” your report will be rejected.

**Remarks:** If you entered (0) zero in the small business section of this report or failed to meet the dollar or percentage goals in the Individual Subcontracting Plan, use this section to explain the reason for any shortfalls and your future plan of action. You may also enter explanations and/or comments you think will be helpful to the Government official who reviews this report.

**Administering Info:** Enter the name and contact information of the individual who is responsible for the contractor's compliance with the approved Individual Subcontracting Plan.

##### **Quick Reference #11: How do I correct a report that was previously submitted?**

Contact your Federal Government Agency and inform them of the error. They will “**Reject**” or “**Reopen**” the report depending on the report status at the time.

- If the report is “**Pending**” than the report will be “**Rejected**”
- If the report has been “**Accepted**” than the report will be “**Reopened**”

The report will then be sent back to the contractor's eSRS account, so that they can make the necessary changes.


## **Quick Reference for Federal Government Subcontractors submitting an Individual Subcontracting Report (ISR)**

### **Quick Reference #12: Who to contact when in need of assistance:**

- Contact the Federal Government Agency that awarded the contract for questions, concerns or issues pertaining to the subcontracting plan and filing or reviewing subcontracting reports.
- If the information pulled from your DUNS# is incorrect, contact the CCR Assistance Center at 1-888- 227-2423.
- For training and subcontracting policy questions contact the SBA Commercial Marketing Representative (CMR) for your area/state. You may locate your CMR's contact information at [http://www.sba.gov/aboutsba/sbaprograms/gc/contacts/gc\\_cmr.html](http://www.sba.gov/aboutsba/sbaprograms/gc/contacts/gc_cmr.html) .

### **Quick Reference #13: eSRS Helpdesk**

eSRS Helpdesk only handles technical questions/concerns/issues pertaining to the eSRS system. **The helpdesk will not assist you with subcontracting questions, concerns, or comments.**

- The link for the eSRS helpdesk is located at [www.esrs.gov](http://www.esrs.gov) in the bottom left-hand corner of any screen.
- eSRS **registration and system functionality** issues/concerns and/or comments should be e-mailed to the “**eSRS technical helpdesk**”; be sure to click ☐ **Technical** when filling out the data form.
- Question on understanding the eSRS **data fields** click on the “help” button located at the top of the field  help or
- Send an e-mail to eSRS non-technical helpdesk; be sure to click ☐ Non-technical when filling out the data form.
- For all other concerns, contact Integrated Acquisition Environment at [integrated.acquisition@gsa.gov](mailto:integrated.acquisition@gsa.gov).